



## 2022 Nevada Volunteers Volunteer Generation Fund Capacity Building Mini-Grant Notice of Funding Opportunity

### PROGRAM DESCRIPTION

#### 1. Purpose of Volunteer Generation Fund

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. The SAA created the Volunteer Generation Fund (VGF) to develop and/or support community-based entities to recruit, manage, and sustain volunteers. Through VGF grants, AmeriCorps (formerly known as the Corporation for National and Community Service or CNCS) seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations, and develop strategies to effectively use volunteers to solve problems.

Nevada Volunteers (Commission) leverages financial investment, training and support for initiatives that improve the well-being of Nevadans. The Commission seeks to expand opportunities, initiate collaborations, and create opportunities to build the resources of and strengthen service and volunteers. The Commission has been granted funds through AmeriCorps to expand the capacity of Nevada entities that effectively use volunteers as catalysts to address community issues. Therefore, the Commission seeks to fund projects and interventions to organizations interested in increasing their organizational capacity to manage, retain, and recognize volunteers.

#### 2. Funding Information & Priorities

The Commission will make available up to \$141,500 in mini-grants ranging between \$5,000 and \$25,000 to community-based entities seeking to strengthen their volunteer programs. The Commission will select recipients based on their innovative approaches, size and scope of the proposed project and the organization's demonstrated readiness to implement the proposed project. The Commission encourages applications from rural communities

throughout the state of Nevada and from organizations that serve inclusive and diverse communities.

Applicants understand that this is a monthly cost-reimbursement grant funding opportunity.

Grant proposal requests are not limited to, but must include implementation of one or more of the following nine best practice areas:

- Clearly defined volunteer roles
- Volunteer recruitment strategy
- Volunteer screening and matching procedures
- Volunteer orientation and on-going training plans
- Liability insurance
- Volunteer supervision and communication plans
- Volunteer recognition plan
- Volunteer evaluation and goal setting
- Reflection practice

### **3. Type of Award**

VGF subgrant awards will be made on a reimbursement basis.

### **4. Eligibility**

The following Nevada-based, non-federal entities are eligible: non-profit organizations, Indian Tribes, local governments, institutions of higher education, and state agencies.

### **5. Project Period**

The deadline to apply to this NOFO is September 23, 2022, and awarded entities will be notified on November 1, 2022. The project period is January 1, 2023 – August 31, 2023.

### **6. Estimated Award Amount**

Nevada Volunteers will make subgrant awards between \$5,000 and \$25,000, depending on the scope of each project. Some proposals may be partially funded based on project details and the amount of funding available for qualified projects.

### **7. National Performance Measures**

AmeriCorps and Nevada Volunteers may require applicants to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from their work and make tactical and

strategic adjustments to achieve their goals. Refer to the Notice of Award or Subgrant Agreement for specific funding requirements.

If applicable, award recipients will be required to use the following National Performance Measures:

- G3-3.4 (output): Number of organizations that received capacity building services; AND,
- G3-3.10A (outcome): Number of organizations that increased their effectiveness, efficiency, and/or program scale/reach.

## 8. Program Authority

AmeriCorps' legal authority to award these grants is the National and Community Service Act of 1990, as amended (42 U.S.C. § 12653p).

## APPLICATION AND SUBMISSION INFORMATION

### 1. Application Procedure

To apply for VGF funding with Nevada Volunteers, applicants will complete the [application form provided](#) and submit it to [shannon@nevadavolunteers.org](mailto:shannon@nevadavolunteers.org). Additionally, a proposed budget utilizing the [template provided](#) and all supporting documentation will be submitted with the application form. Please submit in one email:

- Application
- Proposed Budget
- Proof of nonprofit status
- Copy of most recent form 990
- Organizational chart
- Most recent single audit or audited financial statements
- Source of match funding

### 2. Funding Restrictions

#### Matching Funds

Awards under this Notice are subject to cost share or matching requirements. The amount of federal funding provided will be limited to the required percent of the total allowable costs for the funded activity, as determined under 2 CFR Part 200, Subpart E-Cost Principles and described in Section C.2.

For the 2022-23 Program Year, applicants are required to match funds at 24%. Applicants must demonstrate the ability to meet matching requirements at the time of application. Applicants must identify match at 24% in their proposed budget, including whether

identified matching funds are proposed or secured. Matching funds can be non-AmeriCorps cash and/or in-kind contributions.

## APPLICATION REVIEW INFORMATION

### 1. Review Criteria

Applications shall be evaluated by Nevada Volunteers staff and a third-party review committee. Programs meeting funding criteria as determined by staff and the review committee will be submitted to the Board of Commissioners for funding approval. Funding shall be determined by the following criteria:

**a. Program Need - Evidence of Need**

- Evidence of an unmet need in the community and the extent to which the need satisfies Nevada Volunteers priorities.

**b. Project Design - Goals and Objectives**

- The extent to which the applicant convincingly links the identified need to proposed intervention(s)
- The extent to which the program design aligns with the purpose of the VGF program
- Whether the proposed interventions and activities are evidence informed
- Programs will explain how they will use funds from VGF to implement one or more of the evidence-based volunteer management practices. Larger grants should address more than one best practice area. Interventions may include activities that increase organizational capacity to manage, retain and recognize volunteers. Programs can request funds to increase their organizational capacity in one or more of the nine identified best practice areas: Clearly defined volunteer roles, volunteer recruitment strategy, volunteer screening and matching procedures, volunteer orientation and on-going training plans, liability insurance, volunteer supervision and communication plans, volunteer recognition plan, volunteer evaluation and goal setting, and reflection practice.

**c. Program Impact**

- The extent to which the applicant demonstrates that the proposed project is likely to have a notable, positive impact as measured by the magnitude of the effect on the need(s);
- The extent to which the objectives and outcomes to be achieved by the proposed project are clearly specified and measurable; and

**d. Organizational Capacity**

- The extent to which the organization has the experience, staffing, and management structure to plan, implement, and evaluate the proposed project;
- The extent to which the organization has the necessary plans and infrastructure to provide programmatic and fiscal oversight, day-to-day operational support, and data collection

**e. Budget - Cost Effectiveness**

- Budget is submitted without mathematical errors
- Proposed costs are allowable, reasonable, and allocable to the award
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget complies with the budget instructions.
- Budget is clear and in alignment with the program narrative;
- Budget includes adequate resources to carry out the program effectively;
- The extent to which the program demonstrates that financial and in-kind resources will be obtained to support program implementation
- Budget includes 24% match
- Match sources are identified including source, type (in-kind or cash) and if they are proposed or secured.

## 2. Application Review

**a. Internal Review**

Nevada Volunteers staff and review committee will assess applications based on the evidence of need, organizational capability, cost-effectiveness, goals and objectives and program impact criteria as described above. Additionally, staff and the review committee will consider the priorities and strategic considerations detailed in this Notice. All reviewers will be screened for conflicts of interest.

**b. Post-review Quality Control**

After the initial review process is complete, Nevada Volunteers staff will review the results for fairness and consistency. Some applications may be selected for a quality control assessment. This additional level of review may be used to assess applications for which there are significant reviewer anomalies.

**c. Applicant Clarification**

Nevada Volunteers may ask an applicant for clarifying information to make funding recommendations. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for

clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration. Clarification responses should be complete and correct upon submission.

**d. Risk Assessment**

Nevada Volunteers will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the assessment of the applicant's eligibility and the quality of its application on the basis of the selection criteria. Results from this evaluation will inform funding decisions. If Nevada Volunteers determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if Nevada Volunteers concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, Nevada Volunteers may consider some of the following criteria:

- Financial stability and capacity to manage Federal funds;
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance;
- Applicant's record in managing previous AmeriCorps awards, cooperative agreements, or procurement awards, including:
  - timeliness of compliance with applicable reporting requirements;
  - accuracy of data reported, and validity of performance measure data reported;
  - conformance to the terms and conditions of previous federal awards;
  - meeting matching requirements;
  - the extent to which any previously awarded amounts will be expended prior to future awards;
  - information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as: Federal Awardee Performance and Integrity Information System (FAPIIS); U.S. Treasury Bureau of Fiscal Services; Dun and Bradstreet; and SAM "Do Not Pay" reports.
- Guidance and findings of any other available audits or investigations and findings from single audits performed under Uniform Administrative IRS Tax Form(s) 990;
- Applicant organization's annual report;
- Publicly available information, including information from the applicant organization's website and/or social media accounts;

- Applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

## **FEDERAL AWARD ADMINISTRATION INFORMATION**

### **1. Federal Award Notices**

Nevada Volunteers will make awards following the grant selection announcement. Results of this competition will be announced on November 1, 2023. All applicants, funded or not, will be notified of funding decisions via email. Notification of an award is not an authorization to begin grant activities. A Subgrant Agreement signed by the Executive Director of Nevada Volunteers is the authorizing document for grant activities. An awardee may not expend federal funds until the start of the Project Period identified on the Notice of Grant Award or Memorandum of Agreement.

### **2. Administrative and National Policy Requirements**

All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in 2 CFR Parts 200 and 2205.

### **3. Requests for Improper Payment Information**

Nevada Volunteers and/or AmeriCorps may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests may result in award funds being placed on temporary manual hold, reimbursement only status, or other remedies may be applied as appropriate.

### **4. AmeriCorps Terms and Conditions**

All awards made under this Notice will be subject to the FY 2021 AmeriCorps General Terms and Conditions, and the FY 2021 Program Specific Terms and Conditions for the particular program (when applicable). These Terms and Conditions contain detailed, mandatory compliance and reporting requirements.

### **5. National Service Criminal History Check Requirements**

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. The law requires

grantees to conduct and document NSCHCs on persons (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving AmeriCorps funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such AmeriCorps funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Failure to conduct an NSCHC may result in significant disallowed costs.

All award-funded staff must undergo NSCHCs that include:

- A nationwide name-based search of the National Sex Offender Public Website (NSOPW);
- A name- or finger-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; and,
- A fingerprint-based FBI criminal history check.

See 45 CFR § 2540.200–§ 2540.207 and AmeriCorps Criminal History Check Resources for complete information and FAQs.

## 6. Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 CFR §200.315).

## 7. Administrative & Reporting Requirements

Grant recipients will be required to:

- Participate in pre and post organizational assessment to assess the implementation of effective practices as a result of capacity building services through VGF grant.
- Participate in training and technical assistance sessions which may be held online or in person. Trainings are in the form of Lunch & Learn virtual trainings held monthly Jan – August on the 3<sup>rd</sup> Thursday of each month from 11:00AM – 12:30PM. Attendance at 4 TTA sessions is required.
- Participate in monthly one-on-one calls to determine how Nevada Volunteers can offer organization specific assistance.
- Register their organization to connect with volunteers using NV Volunteer Connect on the Nevada Volunteers website: [nevadavolunteers.org](http://nevadavolunteers.org)



- Participate in the Nevada Volunteer Manager Networking Platform on Basecamp. Nevada Volunteers staff will register participants via email. The platform allows you to idea share, watch previous trainings, ask questions, and give aid to your peers for all things volunteer management.
- Submit a nomination for at least one Governor’s Points of Light Award for the 2022 award year.
- Submit monthly progress reports
- Submit a mid-cycle report due May 30, 2023, and a Final Report due September 30, 2023. All reports must be accurate, complete, and submitted on time. At a minimum, recipients must track
  - a. Number of volunteers who were coordinated or supported during the reporting period
  - b. Number of NEW volunteers who were recruited
  - c. Number of hours leveraged by volunteers during the reporting period
  - d. number of families or citizens receiving assistance as a result of VGF funded activities
  - e. Information regarding use of VGF funds and the impact to the organization
  - f. Pictures, videos, etc.
- Submit monthly reimbursement requests

Once the grant is awarded, recipients will be expected to have data collection and data management policies, processes, and practices that provide reasonable assurance that they are reporting high quality performance measure data. At a minimum, recipients should have policies, processes, and practices that address the following five aspects of data quality for themselves and for subrecipients (if applicable):

- The data measures what it intends to measure;
- The data reported is complete;
- The recipient collects data in a consistent manner;
- The recipient takes steps to correct data errors; and,
- The recipient actively reviews data for accuracy prior to submission.

Failure to submit accurate, complete, and timely required reports may affect the recipient’s ability to secure future Nevada Volunteers or AmeriCorps funding

## 8. Other Information

### Technical Assistance

Applicants and/or recipients should contact Shannon Arimura, Nevada Volunteers VGF Program Officer, at [shannon@nevadavolunteers.org](mailto:shannon@nevadavolunteers.org) if they require assistance applying for, or administering, VGF grants.

Q&A Session

Thursday, August 25, 2022, 11:00AM – 12:30PM

Email for link: [shannon@nevadavolunteers.org](mailto:shannon@nevadavolunteers.org)

### **Re-focusing of Funding**

Nevada Volunteers and AmeriCorps reserves the right to re-focus program dollars for this program in the event of a national disaster or other compelling needs.

## **9. Important Notices**

### **Privacy Statement**

The Privacy Act of 1974 (5 U.S.C § 552a) requires that we notify you that the information requested under this Notice of Funding is collected pursuant to 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended.

Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and contractors that have a need to know the information for the purpose of assisting the government to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance.

Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.